

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE SECRETARY

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2669

OVERVIEW

The Administrative Secretary position with the Center for Families, Children & the Courts Division of the Administrative Office of the Courts will provide confidential support services to two Assistant Division Directors, Supervising Administrative Coordinator and will be the lead support staff for the Family & Juvenile Law Advisory Committee. This position may be called upon to provide leadership and direction, including instructing other support staff on unit specific secretarial tasks; and organizing and coordinating work on complex unit projects.

DEPARTMENT STATEMENT

The AOC's Center for Families, Children & the Courts is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. CFCC provides legal and court services, research, education and training, print and electronic publications, and financial assistance to courts and court-connected agencies statewide. Through a multidisciplinary approach, CFCC seeks to (1) ensure that the well being of children, youth, and families is a high priority within the California judicial system; (2) encourage positive changes at both the trial and appellate court levels; and (3) provide leadership, outreach, and collaboration to ensure that court and community resources are available.

RESPONSIBILITIES

- Perform duties as assigned by the supervising administrative coordinator;
- Assist the supervising administrative coordinator handle personnel files;
- Provide lead support to the Family & Juvenile Law Advisory Committee co-chairs, members, liaisons, and staff counsel;
- Provide support to two assistant directors;
- Provide direction to other support staff on various administrative tasks;
- Take lead responsibility for organizing and coordinating work on complex projects;
- Prepare and distribute reports, correspondence, and other documents
- Draft routine correspondence, respond to telephone inquiries, organize, maintain and update files and records;
- Coordinate the preparation and provision of materials and binders for meetings and programs;
- Prepare agendas, draft memoranda for meeting notices, and take and disseminate meeting minutes;
- Review completed materials for compliance with the AOC's style guides and manuals;
- Assist with Rules and Forms Project;
- Schedule meetings and handle reservations and travel arrangements;
- Process time sheets, expense reports, and other forms; and
- Receive, sort, and distribute mail and packages.

QUALIFICATIONS

Equivalent to graduation from high school, the ability to type 55 words per minute, and three years of secretarial experience that included organizing and coordinating secretarial and administrative support functions.

OR

One year as a Secretary II with the judicial branch.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by September 28, 2006, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Admin. Support (Meet/Conf Svc)", and search for Job Req #2669, Administrative Secretary. This position requires the submission of our official application and response to the supplemental questions attached below.

OR

To obtain a printed application, please visit:
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$3,770 - \$4,581 per month
(Starting salary will vary between \$3,770-4,147 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
ADMINISTRATIVE SECRETARY
(Req. # 2669)**

1. Please describe the scope and extent of your software experience and level of proficiency (e.g. "Beginner", "Intermediate", "Advanced", or "None". Please include, MS WORD (including mail merge), PowerPoint, Outlook (including calendaring) and Excel.